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Immediate

Concessions to ex-servicemen for recruitment to Class III and Class IV Posts.

GOVERNMENT OF MAHARASHTRA  
General Administration Department,  
Circular No.RTA-1079/0/482/XVI-A,  
Mantralaya, Bombay-400 032, Dated the 16th April, 1981.

READ: 1) Government Circular, General Administration Department No.IPE/RTA-1080/ 0/181/XVI-A, dated the 10th October, 1980.

ii) Government Circular, General-Administration Department No.SRV-1080/563/156/XVI-A, dated the 1st December, 1980.

**CIRCULAR:** Orders are in force since May 1973 providing 15% reservation for ex-servicemen in Class III and Class IV posts which are required to be filled by direct recruitment. Consolidated orders embodying this and other concessions regarding age-limit etc. sanctioned by Government for the ex-servicemen from time to time have been issued in Government Circular, General Administration Department No.IPE/RTA/ 1080/0/181/XVI-A, dated 10th October, 1980. Thereafter in Government Circular, General Administration Department No.SRV-1080/563/156/XVI-A, dt. the 13th Dec. 1980 it has been clarified that the reservations already provided in favour of ex-servicemen and certain other specified sections of society, except those belonging to the economically weaker sections, should not be subject to any economic criterion and that they should continue to get the reservations irrespective of the quantum of their family income.

2. The Government of India have since adopted certain special measures for promoting absorption of ex-servicemen in civil services and posts. This Government also has decided to adopt such measures and to direct as follows :-

**I-Reservation of vacancies** ... According to the existing orders, besides the Government departments and Government offices, the Zilla Parishads and the Corporations, Boards, Industrial Units, etc. under the administrative control of the State Government are required to provide 15% reservation for ex-servicemen and to amend their recruitment rules accordingly. Government has now decided (1) to make the existing orders regarding 15% reservation for ex-servicemen applicable also to the local bodies i.e. Municipal Corporations, Municipal Councils and all other authorities, services and institutions in respect of which Government has powers to give directions, and (2) to extend the scope of the reservations to the voluntary organisations receiving grants-in-aid from the Central Government or State Government, requiring such organisations to reserve at least 10% of vacancies in the lower or middle level posts under them (comparable to the Class III and Class IV Posts in Government service) for employment of ex-servicemen. All Departments of Mantralaya should issue suitable instructions to all such bodies with which they are respectively concerned and request them to amend the relevant recruitment rules for incorporating the provisions regarding

reservations for ex-servicemen. A condition making such reservation for ex-servicemen compulsory should also be included in the terms and conditions under which voluntary organisations/agencies are given grants-in-aid by the Government.

### II-Release of unfilled reserved vacancies

Under the existing orders, the vacancies reserved for ex-servicemen which remain unfilled on account of duly qualified candidates not becoming available can be carried forward for a period of one year. As regards release of unfilled reserved vacancies, the following revised procedure is laid down :

- 1) The vacancies reserved for ex-servicemen in respect of Class III posts and Class IV posts should not be released to any general candidates until and unless the appointing authority has (a) obtained a certificate regarding "Non-availability of ex-servicemen" from the Employment Exchange, Zilla Parishik Board, Regional Selection Board or the Maharashtra Public Service Commission, depending upon the nature of the job, and (b) recorded a certificate that such a "Non-availability" certificate has been obtained.
- 2) Individual cases of release of vacancies reserved for ex-servicemen should be referred by the various appointing authorities lower than the Government to the concerned Administrative Departments of the Mantralaya and such posts should be filled by general candidates only with the approval of the concerned Administrative Departments.
- 3) Similar instructions should be issued by the Departments of the Mantralaya to the Public Sector Undertakings/Corporations under their administrative control. The Rural Development Department also should issue similar instructions to the Zilla Parishads.

### III-Age relaxation

According to the existing orders ex-servicemen who have put in not less than six months' continuous service in the Armed Forces are allowed to deduct from their age the length of continuous service in the Armed Forces plus three years. In the case of disabled ex-servicemen, the age limit is relaxed upto 45 years for purpose of appointment to Class III and Class IV posts. As per the existing orders, such age relaxation is applicable to the appointment of ex-servicemen only to the posts reserved for them. Government has now decided in consultation with the Maharashtra Public Service Commission to extend this concession also for their appointment to unreserved vacancies in Class III posts. This concession is also extended to un-reserved vacancies in Class IV posts.

### IV-Relaxation/lowering of educational qualifications

At present, ex-servicemen are not entitled to any concession in regard to educational qualifications. Government is now pleased to give the following concessions to them in this regard, for appointment only to reserved vacancies in Class III and Class IV Posts :-

- 1) For appointment to any reserved vacancy in Class IV posts, an ex-serviceman who has put in not less than 3 years service in the Armed Forces should be exempted from satisfying the minimum educational qualification, namely a pass in the fourth standard examination prescribed in respect of such posts.
- 11) For appointment to any reserved vacancy in Class III posts, the appointing authority may, at its discretion, relax the minimum educational qualification, where such qualification prescribed is a pass in the Middle School Examination or any lower examination, in favour of ex-servicemen who have put in at least 3 years service in the Armed Forces and who are otherwise considered fit and suitable for appointment to such posts, in view of their experience and other qualifications. Such Class III posts will obviously not include ministerial posts like Clerks, Typists etc., for which minimum educational qualification is a pass in Secondary School Certificate Examination.

Note

In computing the period of 3 years referred to in (i) and (ii) above, service in a corresponding post in a civil Department or a Public Sector Undertaking, or an autonomous organisation whether under Central or State Government or in a nationalised Bank should be added to the period of service in the Armed Forces.

- iii) For appointment to any reserved vacancy in Class III posts, to be filled partly by direct recruitment and partly by promotion or transfer, where the minimum educational or technical qualification prescribed for appointment by direct recruitment is higher than that prescribed for promotees or transferees, an ex-serviceman should be deemed to satisfy the prescribed educational or technical qualification if he -
  - (a) satisfies the educational or technical qualification prescribed for direct recruitment to the posts from which promotion or transfer to the posts in question is allowed, and
  - (b) has an identical experience of work in a similar discipline and for the same number of years in the Armed Forces of the Union, as prescribed for promotees or transferees.
- iv) All Departments of Mantralaya should examine and identify the posts in which military experience either in general or in a specific field or posts would be of distinct advantage so as to provide for such experience as an essential or desirable qualification and also to consider whether in view of the relevance of the experience possessed, lower educational qualification should not be prescribed for ex-servicemen. The General Administration Department (Personnel Division) should, while approving recruitment rules for the various posts referred to them,

specifically insist on the examination of the provisions regarding modes of recruitment, educational qualifications and experience from these angles also.

**Note:** The concessions at (iii) and (iv) above should be made applicable only to Class III posts appointments to which are outside the purview of the Maharashtra Public Service Commission.

v) The Departments of Mantralaya should ensure that the Public Sector Undertakings under their administrative control also adopt and implement the decision at (iv) above.

#### V-Implementation :-

For the proper implementation of the orders regarding reservation for ex-servicemen, Deputy Secretaries to Government in charge of establishment in the Mantralaya Departments shall be designated as Liaison Officers. The functions to be entrusted to them would be (i) to ensure due compliance by the appointing authorities under their administrative control of the orders and instructions pertaining to reservation in favour of ex-servicemen, (ii) to watch the receipt of periodical returns which may be prescribed in respect of placement of ex-servicemen and their timely submission after due scrutiny and consolidation, and (iii) to conduct annually inspection of the registers maintained in the offices of Heads of Departments under them and submit a report of inspection to the Secretary of the Department.

3. The Departments of Mantralaya are requested to ensure that the existing orders as amplified in para 2 above are implemented by them and the various authorities under them, scrupulously.

4. These orders issue with concurrence of Finance Department vide its un-official reference No.738/EXP-4/81, dated the 15th April, 1981.

By order and in the name of the Governor of Maharashtra,

V.S.FADNAVIS,  
Deputy Secretary to Government.

To

The Secretary to the Governor,  
The Secretary to the Chief Minister,  
The Officer on Special Duty, Chief Minister's Secretariat,  
The Personal Assistants to all Ministers and Ministers of State,  
The Prothonotary and Senior Master, High Court, Bombay  
(by letter),  
The Registrar, High Court, (Appellate Side), Bombay, (by letter),  
The Registrar, Office of the Lokayukta and Upa-Lokayukta,  
Maharashtra, Bombay (by letter),

The Secretary, Maharashtra Public Service Commission(by letter),  
The Secretary, each Regional Selection Board (by letter),  
The Secretary, Maharashtra Legislature Secretariat, Bombay,  
(by letter),  
All Secretaries to Government,  
All Commissioners of Divisions,  
All Collectors,  
The Chief Executive Officers of all Zilla Parishads,  
All Deputy Secretaries to Government (in-charge of establishment)  
in all Departments of Mantralaya,  
The Secretary, Maharashtra Rajya Sainik Board, Pune,  
The Director of Employment, Bombay,  
The Director General of Information and Public Relations,  
Bombay (for issue of a Press Note),  
The Revenue and Forests Department/Rural Development Department/  
Education and Employment Department/Urban Development and  
Public Health Department,  
The Finance Department,  
All Other Departments of Mantralaya,  
All other Heads of Departments and Heads of Offices under the  
several Departments of Mantralaya,  
The Accountant General, Maharashtra-I, Bombay,  
The Accountant General, Maharashtra-II, Nagpur,  
The Pay and Accounts Officer, Bombay,  
The Resident Audit Officer, Bombay.